5 October 1966

MEMORANDUM FOR: Chief, Management Support Division, OCS

25X1

ATTENTION : [   ] Chief Manpower Branch

SUBJECT : Agency Training Record (ATR)

    1. Authorization is hereby granted for Office of Computer Services to incorporate in the S/360 ATR programs a feature that will automatically deactivate training course data found to be seven (7), or more, years old at the time of each ATR Master File update.

    2. The deactivated data will be removed from the ATR Master file and placed in an "ATR Inactive File." The Inactive File will grow through cumulative addition as the result of each ATR Master File update.

SIGNED

[   ] 25X1

Registrar
Office of Training